United Nations ST/IC/1999/55/Add.1

Secretariat

30 September 1999

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2000 competitive examination for promotion to the Professional category of staff members from other categories**

Addendum

1. The purpose of the present addendum to information circular ST/IC/1998/55 of 27 July 1999 is to announce the occupational groups identified for the 2000 competitive examination. The addendum also includes the application for the competitive examination.

2. The Central Examination Board has selected the following occupational groups:

(a) **Administration,** which covers work such as that of administrative officers, budget officers, personnel officers and project management officers;

(b) **Electronic Data Processing,** which covers work such as that of programme analysts, programmers and system analysts;

(c) **Finance,** which covers work such as that of accountants, auditors and finance officers;

(d) **Political Affairs,** which covers work such as that of liaison officers and political affairs officers;

(e) **Public Information,** which covers work such as that of information officers and press officers;

(f) **Social Affairs,** which covers work such as that of social welfare officers and humanitarian affairs officers.

3. Staff members who wish to submit an application should complete the application form annexed to this addendum and submit it with all required documentation to the Central Examinations Board at United Nations Headquarters by 5 November 1999. The most recent performance appraisal report as well as copies of all university degrees must be attached to the application.

* Expiration date of the present information circular: 31 December 2000.

99-28217 (E) 051099

Annex

Application for the competitive examination for promotion to the Professional category of staff members from other categories

(United Nations Secretariat staff members only)

All correspondence with candidates will be conducted on the basis of the information given. It is the responsibility of the candidates to inform the Secretary of the Central Examinations Board of any changes in the information indicated in the application form.

N.B. The deadline for receipt of applications by the Central Examinations Board (United Nations Headquarters) is 5 November 1999.

Section I. Personal data

Please type or print legibly.

Last name (family name): ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

First name: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Date of birth: Day ☐☐ Month ☐☐ Year ☐☐☐☐

Sex: F ☐ M ☐ Index No. ☐☐☐☐☐☐[a]

Nationality: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Category: ☐☐ Present level: ☐☐

Date of entry in United Nations Secretariat: Day ☐☐ Month ☐☐ Year ☐☐☐☐

Type of appointment: Fixed-term ☐ Probationary ☐ Permanent ☐

Expiration or review date: Day ☐☐ Month ☐☐ Year ☐☐☐☐

Main language (Mother tongue): ☐

Please check below the occupational group (or two occupational groups, if applicable) for which you wish to take the examination.

Administration ____ EDP ____ Finance ____ Political Affairs ____

Public Information ____ Social Affairs ____

Date of latest performance evaluation report (PER/PAS): Day ☐☐ Month ☐☐ Year ☐☐☐☐ [b]

Please submit a copy of your latest performance evaluation report with your application.

Duty station: _____

Organizational unit:[c] _____

Department/Office: _____
(write in full)

Room No.: _____ Telephone No.: _____

Home telephone No.: _____ (Because of time differences at duty stations away from Headquarters, candidates are requested to indicate their home telephone number in order to facilitate communications of an urgent nature.)

1. Have you applied to take previous G to P examination(s)? Yes ☐ No ☐

2. Were you convoked to sit for previous G to P examinations? No ☐

If yes, when? 1980 ☐ 1982 ☐ 1983 ☐ 1984 ☐ 1985 ☐ 1986 ☐ 1987 ☐ 1988 ☐
1989 ☐ 1990 ☐ 1991 ☐ 1992 ☐ 1993 ☐ 1994 ☐ 1995/96 ☐ 1997 ☐
1998 ☐ 1999 ☐

Which occupational group(s)? _____

If yes, did you actually take the examination? No ☐

Yes, in: 1980 ☐ 1982 ☐ 1983 ☐ 1984 ☐ 1985 ☐ 1986 ☐ 1987 ☐ 1988 ☐
1989 ☐ 1990 ☐ 1991 ☐ 1992 ☐ 1993 ☐ 1994 ☐ 1995/96 ☐ 1997 ☐
1998 ☐ 1999 ☐

[a] Usually appears on your monthly salary statement or grounds pass; if not, please contact your Personnel Officer to obtain your number.

[b] Must be within the normal reporting period of three years.

[c] Please select from this list: Headquarters, ECA, ECE, UNDRO, HR, UNOG, UNCTAD, UNOV, UNIC, ESCAP, ECLAC, ESCWA, UNTSO, UNMOGIP, UNIFIL, UNCHS or other (specify).

Section II. Education

List your qualifications at the secondary and post-secondary levels, indicating the certificate, diploma or degree received. All candidates, including those who have applied for or taken a previous G to P examination must forward a copy of their university degree or diploma, including, when available, a copy of an up-to-date university transcript.

Written proof of post-secondary education must be attached to this application. (Send photocopies; do not send any originals.) Failure to provide proof will mean that the application will be disregarded.

Certificate, diploma or degree *Exact title in original language. For work towards a degree, please list number of credits*	***Institution*** ***Name*** ***Place*** ***Country***	***Period of study*** *Month* *Year*	*Description of courses or main field of study*
Secondary studies		From: 19	
		To: 19	
Post-secondary studies		From: 19	
		To: 19	
		From: 19	
		To: 19	
		From: 19	
		To: 19	
		From: 19	
		To: 19	

If you need more space, attach additional pages.

Section III. Languages

If you have successfully passed a United Nations language proficiency examination (LPE), please indicate the year you obtained the certificate. If you did not pass the LPE, indicate your level of ability below, using the following code letters: A = fluently, B = quite easily, C = not easily.

If you are or have been enrolled in any language courses, please indicate the institution and the highest level completed or the diploma obtained.

Language	*LPE year*	*Read*	*Understand*	*Speak*	*Write*	*Institution and diploma (period(s) of study)*

Section IV. Occupation(s) for which you are applying

Name _____

Office _____

Room No. _____

Duty station _____

Country _____

Sex: F ☐ M ☐

Index No. _____

Please check below the occupational group(s) for which you wish to take the examination. You may apply for no more than two occupational groups.

Administration ____ EDP ____ Finance ____ Political Affairs ____

Public Information ____ Social Affairs ____

Indicate the language in which you wish to take the examination:

(a) Written part, general paper, sections 1 and 3 ☐

(b) Written part, general paper, section 2 ☐

(c) Written part, specialized paper ☐

(d) If you plan to take the portion of the oral examination dealing with ability to communicate in a working language of one of the regional commissions other than in English or French, please indicate the language ☐

(Write language in full for each part of the examination in appropriate boxes.)

If you plan to write section 2 in a working language of a regional commission, other than English or French, please indicate your choice of language for the special language test: **English** ____ **French** ____

Main language (Mother tongue) ☐

Highest educational level:

High school ☐ Post-secondary ☐ BA ☐ MA ☐ Other (Ph.D., etc.) ☐

Section V. Certification of accuracy of information provided

Fully completed applications, together with proof of post-secondary education and of language ability (if you did not pass the language proficiency examination or are not enrolled in a United Nations course), must be received by the Central Examinations Board no later than **5 November 1999** in a sealed envelope marked Confidential, addressed to:

Central Examinations Board secretariat
Office of Human Resources Management — Room S-2590A
United Nations Secretariat
New York, N.Y. 10017 USA
Fax: (212) 963-3683

For duty stations outside New York, please fax whenever possible. Where fax machine is not available, please use the United Nations pouch.

Important: Applications that are incomplete or do not include essential information may be rejected.

I certify that the above information is correct to the best of my knowledge and I understand that any misrepresentation would lead to my elimination from the examination and to possible disciplinary action. I further understand that it is my responsibility to report immediately any changes in the above information to the Central Examinations Board.

Date: _____ Signature: _____

List of enclosures: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

☐ Most recent performance evaluation report

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The information below will be used as your mailing label; please print or write legibly. You are responsible for immediately reporting to the Secretary of the Central Examinations Board any subsequent changes in duty station, either prior to or during the examination process.

Central Examinations Board stamp

Name _____

Office _____

Room No. _____

Duty station _____

Country _____

This portion will be returned to you as an acknowledgement of receipt of your application.